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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

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WASHINGTON, D. C.

December 7, 1942

PERSONNEL DIVISION MEMORANDUM NO. 8
(Formerly Operational Instructions No. 9)

Supplement No. 3

To: Branch and Division Chiefs and Regional Administrators
From: Frederick C. McMillen, Chief, Personnel Division
Subject: Leave

Effective January 1, 1943, the leave records of all employees in the field service will be maintained by the Regional Personnel Offices. Beginning on that date, all leave applications shall be sent to the appropriate Regional Personnel Office for handling.

Applications for leave taken during the remainder of the calendar year 1942 by employees of non-regionalized Branches and Divisions will be handled in the regular manner, but it will be the responsibility of each field office to see that all leave applications are forwarded immediately to Washington for posting in order that the leave to be carried over to 1943 may be computed by the Leave Unit of the Personnel Division and all records transmitted to the Regional Personnel Offices as early as possible after January 1. All 1942 leave applications where the leave records are presently maintained in Washington must be received in the Personnel Division by not later than January 10, 1943. Regional Personnel Officers will please advise all local field activities in their respective Regions concerning this matter.

Frederick C. McMillen

Chief, Personnel Division

